ACCESS CHECK-IN TESTING REVIEW REPORT

A CHECK-IN REVIEW FOR MINNESOTA LEGISLATIVE LIBRARY   DATE: JUNE 1, 2014

WEB PAGE ACCESS CHECK-IN FINDINGS REPORT

The Access Check-In Findings Report provides you with a summary of the accessibility of the web pages submitted to our testers. It includes vital information that can assist you in making the web pages accessible to people living with disabilities, such as the specific technology used, the self-described computer expertise level of the tester and their disability type. The Report will also let you know if the web page was accessible to a tester living with a disability, in regards to primary considerations used by US and International accessibility legislation and guidance, as listed below.

DISABILITY TYPE	SELF-DESCRIBED COMPUTER EXPERTISE	TECHNOLOGY USED	PURPOSE AND COMPREHENSION, CONTENT AND LAYOUT	OBJECT/IMAGE ACCESSIBILITY	FORM/APPLICATION ACCESSIBILITY	NAVIGATION AND CONSISTENCY
Nina's disability is Sight-Related *See key at end of document*	Advanced	Compaq / Windows 7 / IE 11 **Assistive Device:** JAWS 15 Screen Reader	PASS	FAIL	WARN	WARN

ABOUT YOUR TESTER

Nina, a WeCo Lead Certified Test Consultant, is blind. She has advanced computer expertise and used a JAWS screen reader on a Compaq computer with a Windows 7 operating system for your test. She accessed your links through Internet Explorer 11.

COMMENTS FROM TESTER REGARDING THE WEB PAGES

Note: All comments in this Report remain unedited from Tester Results, except where needed for clarification.

WEB PAGE STRENGTHS

LINK #1: HTTP://WWW.AUDITOR.LEG.STATE.MN.US/

"I only found one graphic, and that was clearly marked as the logo."

"[A]ll links worked and were very neatly organized under the corresponding headings."

"[Page was] Organized and labeled in an ideal format."

LINK #2: HTTP://WWW.LEG.STATE.MN.US

"All links worked and clearly marked."

"All headings/lists were marked accordingly."

LINK #3: HTTP://WWW.LEG.STATE.MN.US/LRL/LRL.ASPX

"No problems with links"

"Proper style markers in place. I also liked that I could access the combo box."

LINK #4: HTTP://WWW.HOUSE.LEG.STATE.MN.US

"Info was laid out in a easy to understand manner."

LINK #5: HTTP://WWW.SENATE.LEG.STATE.MN.US

"All links worked."

"I liked how some of the links under each heading gave a short explanation of what to expect."

LINK #6 HTTP://WWW.GIS.LEG.MN/OPENLAYERS/DISTRICTS/

"No problems with links."

"I really liked that there is an alternative way to do a search in addition to the map."

LINK #7 HTTPS://WWW.REVISOR.MN.GOV/STATUTES/?ID=571.914

"All links worked"

"[Page was] Nicely organized"

LINK #8 HTTP://WWW.HOUSE.LEG.STATE.MN.US/COMM/COMMITTEE.ASP?COMM=88014

"All links worked"

"Info was straight forward and easy to follow"

LINK #9 HTTP://WWW.SENATE.LEG.STATE.MN.US/MEMBERS/INDEX.PHP?LS=%20-%20HEADER

"The closest thing to a form was the checkboxes to choose what type of senate members to list, and I had no problems with that."

"No issues with links"

"Easy to understand"

LINK #10 HTTP://WWW.LEG.STATE.MN.US/LRL/HISTLEG/SPEAKERS.ASPX

"All links worked"

"I liked that the key used letters instead of graphics or colors to symbolize the items. I also liked that the table headings weren't too long, so I was able to follow it without getting confused."

REGARDING PAGE CONSISTENCY AND SITE NAVIGATION:

"[T]he skip navigation links on each page were extremely helpful, especially since there's so much info on the page. Even with the proper style markers, it would still take a little longer to go to the main content if that feature wasn't there. I also like the layout of the main/sub links; they were very organized."

"[T]he main links were always displayed in the same area on all pages."

WEB PAGE WEAKNESSES

LINK #1: HTTP://WWW.AUDITOR.LEG.STATE.MN.US/

"There was an area under the Notable Documents heading that said groups/Minnesota-Office-Legislative-Auditor–4371579 that looked like it might be a graphic, and there were 2 links following that both read MNLegAud. It was only after I clicked on each of them that I found out they were links to Facebook and Twitter. It would be helpful to mark those accordingly to save me the confusion."

"Even though everything was nicely laid out, I felt like there was a lot of information on the page, so it was a bit overwhelming, but I understand why all the content is there."

LINK #2: HTTP://WWW.LEG.STATE.MN.US

"There was a graphic under the Of Interest heading that just said red circle, so I wasn't sure if it was just a red circle, or if it represented something."

"Just the Statutes, Laws, and Rules form worked for me. The House/Senate forms where I had to search for a certain name/district didn't work so well. I was only able to check the name and district radio buttons. The combo boxes always took me to the next option I arrowed to, so I don't get a chance to read through the options. In the Combined Meetings form, I had the same problem with the combo boxes. I wasn't able to go through the month or year because it kept taking me to the next option I arrowed to. When it did, I didn't see the list of meetings; it just took me to the representative's info page that I selected in the House form. The same thing happened when I tried clicking the link to go to the next month; it still took me to the representative info page. I discovered that the best way for me to access the calendars was to click the All Upcoming Meetings link, then I was able to read the info more easily."

LINK #3: HTTP://WWW.LEG.STATE.MN.US/LRL/LRL.ASPX

"I was able to figure out what all the graphics meant. There was one graphic in the Beverage Container Deposit Laws heading that just said "photo by Carol Blackburn," so that didn't tell me what it was a photo of."

"I didn't notice any changes when I clicked on the Expand/Collapse buttons."

LINK #4: HTTP://WWW.HOUSE.LEG.STATE.MN.US

"I didn't find any images." [WeCo Accessibility Specialist: Tester failed to perceive picture from Images of the House gallery]

LINK #5: HTTP://WWW.SENATE.LEG.STATE.MN.US

"I was able to figure out what all the images meant, although I didn't care too much for the graphics that were labeled red diamond images; they made the page feel more wordy."

"The red diamond images made the page feel too wordy. "

LINK #7: HTTPS://WWW.REVISOR.MN.GOV/STATUTES/?ID=571.914

"There was one link in the area right before the 2013 MN Statutes section that didn't provide a document title, it just said PDF, so I tried clicking it and discovered that it was an Effect of Exemption notice. Also, I could only read the info in the PDF 1–2 words at a time, which is very annoying and hard to make sense of."

LINK #8 HTTP://WWW.HOUSE.LEG.STATE.MN.US/COMM/COMMITTEE.ASP?COMM=88014

"The Committee Documents weren't marked as to what type of files they were."

LINK #9 HTTP://WWW.SENATE.LEG.STATE.MN.US/MEMBERS/INDEX.PHP?LS=%20-%20HEADER

"No images" [WeCo Accessibility Specialist: Tester failed to perceive the member photos]

LINK #10 HTTP://WWW.LEG.STATE.MN.US/LRL/HISTLEG/SPEAKERS.ASPX

"I think Notes and Historical Information should be marked as headings."

"In the Historical Information section, the Expand/Collapse All function wasn't marked as a link or button, so my screenreader just read it as text. The good thing is, when I clicked on it, it worked, and I was able to read the contents, which were laid out very nicely."

ACCESSIBILITY SPECIALIST COMMENTS

There has been some good work done on these pages in regards to ensuring that the purpose is understood by the user. However, there are some key issues regarding nonvisual user access that need to be remedied. Chief among there were (below list is a highlight):

- Identification of images and logos with alternative text tags. (Fail)

- Forms not properly structured so that nonvisual users could identify and access fields to comfortably complete them. (Warn)

- Social media, and other key links, were not properly tagged for nonvisual user identification. This detracted from ease in navigation. (Warn)

- Documents were not labeled according to type and PDF's did not appear to be structured for nonvisual access, making access to the content difficult.

WeCo's "Ensuring Access: Best Practices for Accessible Web Design" and "Accessible Microsoft Document" courses could assist your web development and document staff with understanding how to remedy these issues. (See below.)

RECOMMENDED SERVICES

We recommend the following WeCo services to assist your organization in strengthening accessibility weaknesses in your web pages and documents. BONUS! **Receive 20% on any single WeCo service you purchase within 4 weeks from receiving this report!**

To learn more about WeCo's services, contact WeCo's Accessibility Services Dept. at accessinfo@theweco.com or 855-849-5050 x1

STEP	SERVICE NEED RELATED TO ACCESS WEAKNESS	SERVICE SOLUTION	HOW THE SERVICE CAN HELP	PRICING
1	Web pages contained improperly tagged graphics; web forms were inaccessible; links not properly labeled; menu inaccessible	WeCo's *Ensuring Access: Best Practices for Accessible Web Design Training* *(customized live webinar delivered by WeCo Accessibility staff)* *2.5 hours*	Provide training to your web staff so they understand how to fix these accessibility issues	$2,700.00 *for up to 10 attendees* *Includes training resources in accessible electronic format*

STEP	SERVICE NEED RELATED TO ACCESS WEAKNESS	SERVICE SOLUTION	HOW THE SERVICE CAN HELP	PRICING
2	PDF's did not contain the proper structure to make them accessible for nonvisual users	WeCo's **Accessible Document Training** AND/OR **Accessible Document Conversion Services** *3 hours*	Train your staff regarding how to structure documents to foster PDF accessibility Make your PDF document accessible with the aid of our accessible document staff	$3200.00 *for up to 10 attendees* $100 per hour
3	Web pages contained improperly tagged graphics; web forms were inaccessible; links not properly labeled; menu inaccessible	**Access Check-In Service Recheck**	Verify that the changes your staff has made work for people living with sight-related disabilities	*A batch of 1-5 link/URLs for $450.00* *A batch of 6-10 links/URLs for $850.00*
4	Web pages contained improperly tagged graphics; web forms were inaccessible; links not properly labeled; menu inaccessible	**Access Approved® Testing Service**	Verify and document Section 508 and WCAG 2.0 compliance for people living with sight-related disabilities	*Based upon condition of website after remedies have been applied*

IMPORTANT INFORMATION ABOUT ACCESS CHECK-IN TESTING AND THIS REPORT

This report is designed to provide product developers with accessibility guidance, which will foster Section 508 or WCAG 2.0 compliance. **However, this report should not be used as a compliance verification document.** WeCo's Access Approved Testing® services are designed to verify and document Section 508 and WCAG 2.0 compliance needs and include limited use of WeCo's Access Approved® logo on your website.

TESTER DISABILITY CLASSIFICATIONS KEY

The table below is a key of Disability Computer Use Classification, designed by WeCo, used in all of our accessibility testing processes to help you make your projects accessible to people living with a wide range of disability types. *(Note: These four major disability classifications are recognized by the US Department of Human Services. The WeCo Disability Computer Use Classification is part of WeCo's proprietary Access Approved® accessibility testing product.)*

DISABILITY TYPE	TYPE OF ASSISTIVE DEVICE USED	NOTES ON DISABILITY MANIFESTATIONS
Sight-Related	Screen Reader, Screen Magnifier, Braille Display	Tester is blind or has extremely low vision making it difficult or impossible to encounter the visual aspects of web pages without a Screen Reader, Screen Magnifier and/or a Braille Display.

DISABILITY TYPE	TYPE OF ASSISTIVE DEVICE USED	NOTES ON DISABILITY MANIFESTATIONS
Hearing-Related	Standard Mouse/Keyboard	Tester is deaf or hard of hearing making hearing the audio aspects of web pages difficult.
Motor-Skill Related	Non-handheld pointer devices	Tester may lack all ability to use handheld devices making the physical navigation of web pages difficult. May use devices such as eye trackers, speech recognition software, or modified keyboards or mouses.
Cognitive-Related	Standard Mouse/Keyboard	A cognitive-related disability may take the following forms: intellectual/developmental and learning disabilities; traumatic brain injury, stroke, neurological or seizure disorders; or memory impairment and chronic memory diseases.

RATINGS KEYS

WEB PAGE ACCESS CHECK-IN ELEMENT ASSESSMENT RATINGS KEY

The Access Check-In Element Assessment Ratings are based on a Tester's ability to find Elements on a web page and use them for their intended functions.

EXCEL: The Tester could easily locate the Elements under review and had no difficulty using them for their intended function.
PASS: The Tester could locate the Elements under review and could use them for their intended function.
WARN: The Tester had difficulty locating the Elements under review and/or had some difficulty using them for their intended function.
FAIL: The Tester could not locate the Elements under review and/or could not use them for their intended function.